

**IN THE**  
**SUPREME COURT OF INDIANA**

**Case Number**

**ORDER APPROVING TECHNICAL  
STANDARDS FOR DIGITAL TRANSCRIPTS**

Pursuant to Rule 30(A)(3) of the Indiana Rules of Appellate Procedure, the Indiana Supreme Court Division of State Court Administration promulgated certain technical standards for the preparation of digital transcripts on appeal. Under the authority vested in this Court to provide by rule for the procedure employed in all court of this state and this Court's inherent authority to supervise the administrative procedures of all courts within this state, the technical standards adopted by the Division of State Court Administration are hereby approved.

**Standards for Preparation of Electronic Transcript  
Pursuant to Appellate Rule 30**

The following standards shall apply when the Court on Appeal grants a motion pursuant to Appellate Rule 30(A)(1) to accept an electronically formatted Transcript.

**Standard 1.** The electronic Transcript must comply with all of the requirements set out in Appellate Rule 30.

**Standard 2.** The Transcript of the evidence may be prepared in any commercially available word processing software system.

**Standard 3.** Pursuant to Appellate Rule 30(A)(5), the court reporter shall transcribe the evidence on sequentially numbered disks in the event more than one disk is required for complete transcription. Multiple discs or sets of sequential numbered disks shall be prepared and designated as:

- a. "Official record"
- b. "Official working copy"
- c. "Court reporter's copy"
- d. "Party copy"

The court reporter must convert the “official record,” the “official working copy” and the “party copy” into Adobe Portable Document Format (PDF) and transmit these copies in PDF format as set out in Appellate Rule 30.

**Standard 4.** Pursuant to Appellate Rule 30 (B), the court reporter shall retain a signed, read only “court reporter’s copy” of the electronic Transcript in the original word processing version used for the transcription.

This order shall take effect April 1, 2002.

The Clerk of this Court is directed to forward a copy of this order to the clerk of each circuit court in the state of Indiana; Attorney General of Indiana; Legislative Services Agency and its Office of Code Revision; Administrator, Indiana Supreme Court; Administrator, Indiana Court of Appeals; Administrator, Indiana Tax Court; Public Defender of Indiana; Indiana Judicial Center; G. Terrence Coriden, Chairman, Worker’s Compensation Board of Indiana; Sandra D. Leek, Executive Director, Civil Rights Commission; William D. McCarty, Chairman, Indiana Utility Regulatory Commission; Elizabeth Bedwell, Deputy Commissioner, Review Board of the Department of Workforce Development; the libraries of all law schools in this state; the Michie Company; and the West Group.

The West Group is directed to publish this Order in the advance sheets of this Court.

Each clerk of the circuit court is directed to provide copies of this order to each court reporter serving the courts in the county and to post this order in a public place for review.

DONE at Indianapolis, Indiana, this \_\_\_\_\_ day of January, 2002.

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Randall T. Shepard  
Chief Justice of Indiana

